



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

Programme Manager - Embassy of Ireland - Mozambique

The goal of the Embassy of Ireland is to promote Ireland's values and interests in Mozambique and in countries of secondary accreditation, in line with Ireland's commitments to delivering the Sustainable Development Goals. Through the promotion of Ireland's values, the Embassy seeks to contribute to a fairer, more just, secure and sustainable society in Mozambique.

The Embassy of Ireland in Maputo is seeking to recruit a highly motivated, dynamic and experienced individual to join its growing team in the position of Programme Manager. The successful candidate will play a key role in supporting the effective implementation and management of Ireland's development programme in Mozambique.

The Embassy of Ireland to Mozambique is an equal opportunities employer and female candidates are encouraged to apply.

Programme Manager - Position details:

- The position is full-time and will be based at the Embassy of Ireland, Maputo. The role may require occasional travel within Mozambique.
- The contract will be offered on a one-year renewable basis, including a probationary period.
- Competitive salary (starting €2,387) plus benefits and training.

Main responsibilities:

- Work directly with a Development Specialist to ensure that the Mission Strategy is informing all aspects of delivery and the achievement of programme results in the relevant sectors;
- Manage programme partnerships effectively, providing technical advice, strategic planning, assessments, evaluations, and monitoring of same;
- Ensuring programme partnerships' compliance with Ireland's grant management standards including taking responsibility for tracking project development, appraisal, monitoring, evaluation and closure;

- Working with Programme Officers and Programme Executives, provide oversight in the preparation of technical briefings and speaking points as required, and contribute to annual business planning and reports on relevant programming;
- Provide key technical support to the Embassy in Maputo and to the Local Development Teams in Ireland's provincial offices in Inhambane and Niassa;
- As required, attend technical coordination meetings/events, advance Mission's agreed views within those and provide back to office reporting on the same;
- Review, analyse and summarise key discussions, reports and policy papers and contribute to key discussions, sector reviews, evaluations and audits;
- Provide key support to the Embassy's participation in relevant meetings with Government officials and development partners, and support field missions to project sites;
- Support the documentation and dissemination of partner knowledge products. This will also include drafting communication of results for Ireland's social media pages and websites;
- Identify opportunities for stronger links and institutional partnerships between Ireland and Mozambique in relevant areas as well as supporting linkages with other funding agencies in country in order to identify potential areas for collaboration and cross-learning;
- Build effective working relationships with colleagues in other Embassies and at Headquarters to ensure consistency with Irish Government policies, strategies and to exploit learning opportunities.

Candidate profile:

Essential Requirements:-

To be eligible the following qualifications and competencies are required:

- A master's degree (or equivalent) in one or more of the following; international relations, social sciences, sustainable development, economics, governance, public sector management, administration, business or human resources;
- Fluency in spoken and written English and Portuguese;
- Minimum of five years relevant experience working in a diplomatic mission, NGO, or multi-national organisation;
- Demonstrated analytical and organisational skills, and the ability to think and plan strategically;
- Very good interpersonal and communication skills;

- Good knowledge and understanding of key public policy and strategy documents and frameworks relating to the health, education, social protection and governance sectors in Mozambique;
- Knowledge and understanding of the development and humanitarian situation in Mozambique and the surrounding region;
- The ability to work as part of a team, with a proven capacity for delivering timely results;
- Relevant experience in programme cycle management and grant management;
- Proficiency in the Microsoft suite of applications i.e. Word, Excel, Outlook and PowerPoint.

In addition to the essential criteria above, the following criteria are desirable:

- Experience in office administration – including human resources, procurement and/or communications;
- Understanding of Public Financial Management;
- Experience in event management.

Note: Candidates must have the legal right to work in Mozambique. All locally hired staff are required to have a legal entitlement to live and work in the country prior to hiring. Salary is paid by electronic transfer, therefore a bank account is required.

Note: All applications must be submitted in English. Failure to do so will result in the application being disqualified.

Further details regarding the work of the Embassy is available on the website <https://www.dfa.ie/irish-embassy/mozambique/>. Further information on the positions can be requested by email embassymaputojobs@dfa.ie.

How to apply:

Applicants must submit a completed application form with a list of referees including current manager by

23 April 2021 (17:00)

Applications must be submitted by e-mail to embassymaputojobs@dfa.ie with the subject line 'Application for Position of Programme Manager'. All emails received will be acknowledged. Shortlisting of candidates is part of the recruitment process. Please note that only shortlisted applicants will be contacted.

Data Protection:

All personal information received will be kept in line with the General Data Protection Regulation (GDPR) and Data Protection guidelines.

Security Clearance for Local Staff

Police vetting will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required to supply this information again.

Please note that canvassing will disqualify applicants.

The Embassy of Ireland is committed to a policy of Equal Opportunity.